

OFFICE OF THE CITY ADMINISTRATIVE OFFICER

Date: October 23, 2025

CAO File No. 0130-02176-0000

Council File No. 25-1227

Council District: --

To: The Mayor and Council

From: Matthew W. Szabo, City Administrative Officer

Reference: Transmittal from the Board of Animal Services Commissioners dated October 16, 2025.

Subject: **ACCEPTANCE OF A NON-COMPETITIVE GRANT FROM THE UNIVERSITY OF CALIFORNIA DAVIS - KORET SHELTER MEDICINE PROGRAM FOR THE PURCHASE AND INSTALLATION OF CAT PORTALS AT ALL SIX ANIMAL CARE CENTERS – ANIMAL SERVICES DEPARTMENT**

RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Authorize the General Manager, or designee, to:
 - a. Accept funds in the amount of \$45,000 in accordance with a non-competitive grant from the University of California Davis-Koret Shelter Medicine Program (UC Davis) for the purchase and installation of cat portals at all six Animal Care Centers, with a performance period effective as of July 7, 2025 through July 6, 2026;
 - b. Deposit the grant funds into the Animal Welfare Trust Fund, Fund No. 859, Account No. 06000A – Available;
 - c. Disburse the grant funds up to \$45,000 in accordance with the grant agreement; and,
2. Authorize the Animal Services Department to prepare Controller instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

SUMMARY

The Animal Services Department (Department) requests authority to accept funds in the amount of \$45,000 in accordance with a non-competitive grant from the University of California Davis-Koret Shelter Medicine Program (Grantor) for the purchase and installation of cat portals at all six Animal Care Centers, with a performance period effective as of July 7, 2025 through July 6, 2026. The grant award terms do not require a matching provision. The Agreement has also been reviewed by the City Attorney as to form.

On June 2, 2025, the Department received notification of a grant award from the Grantor to fund materials, installation, and labor required to retrofit existing cat cages with portals. The grant agreement specifies that the \$45,000 will be provided in one payment and must be utilized exclusively for costs incurred within the scope of work provided in the Agreement throughout the established performance period. The Agreement may be amended by writing at any time and must be signed by both parties to be valid and binding.

Under the Agreement, the Department is responsible for providing historical data from 2020 through 2024, and annual data from 2025 and 2026, to the Grantor in support of the California for All Animals (CA4AA) program. In addition, the Department is required to provide photographs of the completed work. During the performance period, the Department is also required to maintain accurate records of receipts and expenditures made with the grant funds in accordance with Generally Accepted Accounting Principles (GAAP) and keep copies for at least three years following the completion of the grant agreement. The Department shall not use the name or mark of the University or any such acknowledgements without prior written approval from the Grantor. The Grantor may terminate this grant agreement at any time by giving the Department 30 calendar days written notice. Should the grant be terminated, the Department shall retain any funds expended and return any unexpended balance of the grant to the Grantor.

FISCAL IMPACT STATEMENT

Approval of the recommendations within this report will allow for the acceptance of the University of California Davis-Koret Shelter Medicine Program award in the amount of \$45,000 for the purchase and installation of cat portals at all Animal Care Centers. There is no additional impact to the General Fund resulting from the acceptance of this grant award.

FINANCIAL POLICIES STATEMENT

The recommendations within this report comply with the City's Financial Policies in that all grant funds will be utilized to fund grant activities.

MWS:JNR:04260054